

Robert Donley, President
Jessie Brantley, Vice President
Chris Heard
Dawn King

MINUTES
City of Dickinson
**Dickinson Economic
Development Corporation**
SPECIAL MEETING

Mark Martelli, Secretary/Treasurer
Chad Rankin
Bill Schick
Scott Jones, Chief Executive Officer

March 23, 2020

The Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, was prevented from convening its REGULAR MEETING on Monday, March 23, 2020 due to the pandemic known as "coronavirus disease 2019", also known as COVID-19, and therefore, the Dickinson Economic Development Corporation convened this SPECIAL MEETING via telephone conference, in accordance with Section 551.0411 and Section 551.125 of the Texas Government Code at **6:30pm on Monday, March 23, 2020**. The REGULAR MEETING is authorized to be held via telephone conference pursuant to Section 551.045 of the Texas Government Code because of the potential for loss of life to people and communities of the City of Dickinson resulting from the introduction, transmission, or spread (or imminent threat of the same) of COVID-19, and to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of COVID-19. This convened SPECIAL MEETING was conducted via telephone conference, would normally take place at Dickinson City Hall, 4403 Highway 3, Dickinson, Texas 77539. [There will be no public access to Dickinson City Hall for the meeting.] The Dickinson Economic Development Board, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorized by Title 5, Chapter 551, of the Texas Government Code.

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

President Donley called the meeting to order at 6:35 p.m. Board Members present were as follows: President Robert Donley, Vice President; Jessie Brantley, Board Members; Mark Martelli, Bill Schick, Chad Rankin, Chris Heard and Dawn King. Also present were DEDC Chief Executive Officer Scott Jones, DEDC Attorney Beverly West.

ITEM 2.) PUBLIC COMMENT: At this time, any person with business related to Dickinson Economic Development Corporation may speak to the Board. Because the meeting is by telephone, rather than signing up, an announcement will be made asking the Public if anyone wishes to speak. Anyone wishing to speak should inform the Board of their names and will be placed on a list and permitted to speak in the order received. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not on the agenda, but may consider placing the item on a future agenda if deliberation is necessary.

None.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of the Dickinson Economic Development Corporation's February 24, 2020 Regular Board Meeting.

Board Member Bill Schick made a motion to approve the meeting minutes of the Dickinson Economic Development Corporation's February 24, 2020 Regular Board Meeting. Board Member Jessie Brantley seconded. President Donley called for the vote.

VOTE:

7 AYES (Donley, Brantley, Heard, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 4.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Chief Executive Officer's Report

Marketing / Public Relations: Scott discussed new disaster/epidemic Small Business Loan Program with Small Business Development Center; online meeting with Galveston County Economic Partnership.

Gulf Coast Public Market: Contracted and received Economic Impact Analysis report on both potential sites, results of which are being discussed later in this meeting; next steps are vote to proceed with 30K square footage facility and on which site, or to cancel further efforts and expenses on the project (confirmed with City Finance Dept. \$796K+ spent to date on Gulf Coast Public Market project, including property purchases and \$94,568 billed to date of a \$728,140 contract with Engberg Anderson Architects and Shelmark Engineers for 45K square footage facility).

Office Lease: New office at 1621 FM 517 Road East leased, IT being installed the last week in March and moving thereafter; monument sign complete, over door sign ordered.

Incentives: Houston Galveston Area Local Development Corp. suspended application period for \$15K Community Enhancement Grants, will resume post-coronavirus; information being assembled on new Small Business Loan incentives and Business Recovery Loan Program through area banks; discussing additional potential incentives utilizing DEDC assets later in this meeting.

DEDC Financial Reporting/Policies/Accounts: Awaiting City's audit report, temporarily on hold; City Finance Director has communicated signature cards with BBVA; staff/legal completed a new Personnel Policy as precursor to new Administrative Services Agreement with City; studying new investment strategy.

Hughes Rd: Contract in 120 day due diligence period, survey and appraisal bids being solicited.

I-45 South: 180 day Letter of Intent with developer is in research/discovery period and formulating mixed use master plan for 19 acre property.

Other: Researching property availability for a future 20-50 acres accessible small business park with utility infrastructure availability within the City; researching potential residential trade lots for Hwy 3 funded rebuild prospects with zoning impediments for City Administrator; site research for relocating businesses largely on temporary hold.

ITEM 5.) CONSIDERATION AND DISCUSSION CONCERNING: Financial Report received from the City of Dickinson Finance Director Kristen Woolley for Fiscal Year-to-Date 2019-2020 for the month ending February 29, 2020.

ITEM 6.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Requested revisions to current Dickinson Economic Development Corporation Bylaws.

Board Member Jessie Brantley made a motion to approve the revised Bylaws of the Dickinson Economic Development Corporation as written. Board Member Chad Rankin seconded. President Donley called for the vote.

VOTE:

7 AYES (Donley, Brantley, Heard, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 7.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Approval of a Personnel Policy for Dickinson Economic Development Corporation.

Board Member Mark Martelli made a motion to approve the Personnel Policy as written for the Dickinson Economic Development Corporation. Board Member Bill Schick seconded. President Donley called for the vote.

VOTE:

7 AYES (Donley, Brantley, Heard, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 8.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Discussion of further economic development strategic planning and (SWOT-Strengths, Weaknesses, Opportunities and Threats) analysis beyond the current Targeted Scope of Work, use of taxpayer dollars, and alignment of both with the goals and objectives of the City's forthcoming Comprehensive Master Plan by Freese & Nichols.

At 6:53pm Board Member Chris Heard left the meeting to attend a conference call related to Governor Abbott's COVID-19 stay at home order.

Board Member Bill Schick and Dawn King requested that DEDC have a workshop to discuss the DEDC's strategic goals and planning moving forward in a positive manner with defined objectives and presenting those to City Council before the City's Comprehensive Master Plan is outlined.

ITEM 9.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Discussion of Gulf Coast Public Market Economic Impact Reports for both locations, potential next steps, additional costs involved.

Board Member Chad Rankin made a motion cancel the Gulf Coast Public Market based on the Impact Analysis Reports. Board Member Dawn King seconded. There being no further discussion President Donley called for the vote.

VOTE:

7 AYES (Donley, Brantley, Heard, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 10.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Discussion of projects for Dickinson Economic Development Corporation to implement to assist local businesses suffering economic consequences related to COVID-19.

ITEM 11.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Discussion of and call for authorization for Dickinson Economic Development Corporation to only meet on the fourth Monday of each month unless the need for a Special Meeting arises.

Board Member Dawn King made a motion to the DEDC meet once a month. Board Member Chad Rankin seconded. President Robert Donley called for the vote.

VOTE:

7 AYES (Donley, Brantley, Heard, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 12.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: The Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551, of the Texas Government Code, in accordance with the authority below. In order to conduct the closed meeting, the public telephone conference will be placed on hold as the Board conducts the closed meeting on a separate telephone conference line. The Board will return to the public telephone conference line at the conclusion of the closed meeting to reconvene the public meeting:

- A. Texas Government Code Section 551.074 – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment or duties of the Chief Executive Officer.

President Robert Donley recessed the special meeting at 7:57 p.m.

ITEM 13.) RECONVENE:

President Robert Donley reconvened the special meeting at 8:54 p.m.

ITEM 14.) DIRECTION AND POSSIBLE ACTION CONCERNING: Items discussed in Executive Session.

Board Member Jessie Brantley made a motion to amend the Employment Agreement for Scott Jones the Chief Executive Officer of the Dickinson Economic Development Corporation under Section 1.3 Residency that Scott Jones be required to establish residency within the City of Dickinson on or before September 31, 2020 and to amend Section 1.5 under Lodging Expenses the DEDC will pay Scott Jones \$1,500.00 per month within the terms of the Employment Agreement through and until September 31, 2020. Once the Employment Agreement is amended to then authorize President Robert Donley to execute the same. Board Member Mark Martelli seconded. President Robert Donley called for a vote.

VOTE:

5 AYES (Donley, Brantley, King, Martelli, Rankin)

1 NAYS (Schick)

MOTION PASSED

ITEM 15.) ADJOURN

Board Member Jessie Brantley made a motion to adjourn. Board Member Bill Schick seconded.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

The meeting adjourned at 8:57 p.m.



Robert Donley, President